

OFFICE OF THE GOVERNOR
ADMINISTRATION
NC BUSINESS COMMITTEE FOR EDUCATION

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

NC BUSINESS COMMITTEE FOR EDUCATION

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

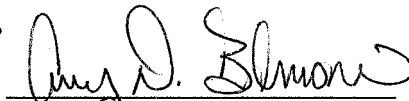
The Office of the Governor and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Office of the Governor agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. **Public records including electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed. The**

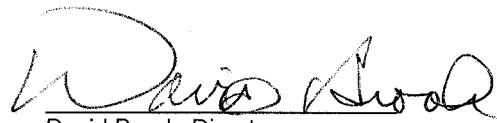
NC BUSINESS COMMITTEE FOR EDUCATION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

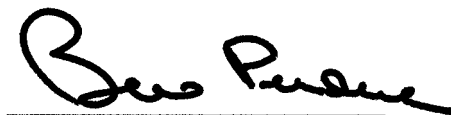
APPROVAL RECOMMENDED

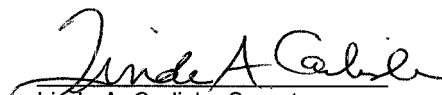

Amy Blinson, Chief Records Officer
Office of the Governor


Tricia Willoughby, Executive Director
NC Business Committee for Education


David Brook, Director
Division of Historical Resources

APPROVED


Beverly Eaves Perdue
Governor


Linda A. Carlisle, Secretary
Department of Cultural Resources

**OFFICE OF THE GOVERNOR
ADMINISTRATION
NORTH CAROLINA BUSINESS COMMITTEE FOR EDUCATION**

ITEM 34971. ANNUAL REPORTS FILE. Records in paper and electronic formats concerning the development of annual reports. File includes drafts, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. All records transferred to the State Archives.

ITEM 48924. EXECUTIVE COMMITTEE FILE. Records in paper and electronic formats, including e-mail, concerning Executive Committee issues disseminated or communicated to and from the board of directors. File may include minutes, agendas, handouts and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for ten years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy paper and electronic records in office when administrative value ends.

ITEM 48925. DIRECTOR'S CORRESPONDENCE FILE. Records in paper and electronic formats, including e-mail, concerning goals and objectives of the office. File includes memoranda, correspondence and other related records received from and sent to other officials, staff, the general public, and other state and federal agencies concerning the administration and management of the section.

DISPOSITION INSTRUCTION: Transfer paper and electronic records, including e-mail, to the State Records Center after 4 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Unit prior to the transfer of any electronic records.

ITEM 34972. BOARD OF DIRECTORS FILE. Records in paper and electronic formats concerning the board of directors for the committee. File includes lists of board members, reference copies of meeting materials (agendas, handouts, minutes) and other related records.

DISPOSITION INSTRUCTIONS: Destroy paper and electronic records in office when reference value ends.

**OFFICE OF THE GOVERNOR
ADMINISTRATION
NORTH CAROLINA BUSINESS COMMITTEE FOR EDUCATION**

ITEM 34973. FISCAL FILE. Records in paper and electronic formats concerning the fiscal status of the committee. File includes bank statements, audit reports, contracts, tax returns, staff travel records, and other related records. File also includes records concerning grants received or administered by the committee.

DISPOSITION INSTRUCTIONS: Transfer 1 copy of the final audit report to the State Records Center after 3 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Maintain 1 copy of the final audit in office permanently. Transfer paper records concerning the administration of grants to the State Records Center 5 years after the final audit, or other closure of grant, for immediate transfer to the custody of the Archives, if no litigation, claim, audit, or other official action involving the records has been initiated. Destroy in office remaining records in accordance with the General Schedule for State Agency Records.

ITEM 34974. HISTORICAL FILE. Records concerning the creation and management of the committee. File includes bylaws, articles of incorporation, assessment reports, and other related records.

DISPOSITION INSTRUCTIONS: Retain 1 copy of articles of incorporation, bylaws, and tax exemption records in office permanently. Transfer remaining records, excluding tax exemption records, to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

ITEM 34976. CORRESPONDENCE FILE. Correspondence in paper and electronic formats including email, concerning the administration and management of the committee. File includes correspondence written to and received from the Executive Director and the Board of Directors concerning grants, the formulation of policy, the administration of the North Carolina Business Committee for Education, and other related

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer paper records to the State Records Center when reference value ends for immediate transfer to the custody of the Archives.

ITEM 34981. MEMBERSHIP FILE. Records in paper and electronic formats concerning corporations who have joined the North Carolina Business Committee for Education. File includes membership applications, correspondence, rosters of current and former members, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy records in paper and electronic formats when administrative value ends.

**OFFICE OF THE GOVERNOR
ADMINISTRATION
NORTH CAROLINA BUSINESS COMMITTEE FOR EDUCATION**

ITEM 34982. MINUTES FILE. Records in paper and electronic formats concerning the quarterly meetings of the North Carolina Business Committee for Education. File includes minutes, agendas, handouts, and other related records.

DISPOSITION INSTRUCTIONS: Maintain one copy of the minutes on the North Carolina Business Committee for Education's Web site. Transfer paper or electronic minutes to the State Records Center when reference value ends, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Unit prior to the transfer of any electronic records. Destroy remaining records in paper and electronic formats when administrative value ends.

ITEM 34984. MEETINGS FILE. Records in paper and electronic formats concerning the committee's involvement in conferences, meetings, and related events. File includes presentations, agendas, meeting notes, final reports, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records to the State Records Center when reference value ends, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Unit prior to the transfer of any electronic records. Destroy remaining records in paper and electronic formats when administrative value ends.

ITEM 43135. EXTERNAL ORGANIZATIONS FILE. Records in paper and electronic formats concerning committee members' participation in related organizations. File includes reports, meeting notes, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy records in paper and electronic formats in office when administrative value ends.